

MOORLAND MEDICAL CENTRE

JOB DESCRIPTION

JOB TITLE:	NURSE PRACTITIONER
REPORTS TO:	NURSE MANAGER/THE PARTNERS (Clinically) THE PRACTICE MANAGER (Administratively)
HOURS:	32 hours per week

Job summary:

Working across role and organisational boundaries the Nurse Practitioner (NP) manages the complete clinical care of their patients utilising expert knowledge base and clinical competence to support multi-professional teams within the local area, ensuring a high standard of clinical care, in accordance with the Nursing and Midwifery Council.

As a clinician, the NP has the freedom and authority to act autonomously in the assessment, diagnosis, treatment, including prescribing, of patients with multi-dimensional problems.

The Nurse Practitioner will be expected to assess and treat patients with acute illness or exacerbation of long term conditions, within their own clinic sessions, and also will be expected to visit patients in their own homes, nursing and residential homes.

ACCOUNTABILITY

Although accountable to the partners of the practice through the practice manager as an employee, you are ultimately responsible for your own practice and must ensure that limitations are always acknowledged.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. MANAGEMENT OF PATIENT HEALTH AND ILLNESS

- To deliver a high standard of patient care as Nurse Practitioner in general practice, using advanced autonomous clinical skills, and a broad and in-depth theoretical knowledge base.
- Provide a first point of contact within the Practice for patients presenting with undifferentiated, undiagnosed problems, making use of skills in history taking, physical examination, problem-solving and clinical decision-making, to establish a diagnosis and management plan.
- Instigate necessary invasive and non-invasive diagnostic tests or investigations and interpret findings/reports.
- To make any necessary referrals to other members of the primary health care team e.g. physio or secondary care as appropriate.

- Where the post holder is an independent prescriber: to prescribe safe, effective and appropriate medication as defined by current legislative framework.
- To prioritise health problems and intervene appropriately, including initiation of effective emergency care.
- Promote health and well-being through the use of health promotion, health education, screening and therapeutic communication skills.
- To clearly communicate the health status of the patient using appropriate terminology, technology and format.
- Provide safe, evidence-based, cost-effective, individualised patient care.
- To work within the practice guidelines, policies and protocols.
- To maintain accurate and contemporaneous records, utilising computer systems where appropriate and consider the Caldicott Principles in relation to all data handling.

2. Providing assessment, screening treatment services and health education advice

(See appendix 1)

- Interpretation of certain results and treatment as required e.g. cervical swabs, MSU, X-Ray.
- Provide general and specific health screenings to the practice patients (within agreed protocols) with referral to other members of the primary and secondary health care team as necessary.

3. Pathological specimens and investigatory procedures

Undertake the collection of or referral for pathological specimens including intravenous blood samples, swabs etc. as required for individual patients.

4. Administration and professional responsibilities

- Participate in the administrative and professional responsibilities of the practice team.
- Ensure accurate and legible notes of all consultations and treatments are recorded in the patients notes. To be aware of our Duty of Candour.
- Ensure the clinical computer system is kept up to date with accurate details recorded and amended in a timely manner.
- Ensure accurate completion, in a timely manner of all necessary documentation associated with patient health care.
- Ensure collection and maintenance of statistical information required for regular and ad hoc reports and audit as required.
- Attend and participate in practice meetings as required.
- Health promotion and screening, targeting at risk individuals.
- To support health promotion services provided within the GP Practice, for example, weight loss, family planning.
- To assist the Nurse Lead with developing clinical protocols including COSHH & Infection Control.
- Work with other members of the Primary Healthcare Team, and contribute as required, in developing quality assurance and audit programmes.
- To attend Educational Meetings once a month.
- The individual will be required to undertake the assessment and management of patients with acute illness within the home environment, nursing and residential homes.
- To actively participate in the delivery of QOF and Prescribing targets.
- To contribute to risk assessment, Significant Event Audit/Near Misses.

5. Training and personal development

- To ensure all mandatory training is completed either online, or in teaching sessions in a timely manner including BLS.
- Training requirements will be monitored by yearly appraisal and will be in accordance with practice requirements. Personal development will be encouraged and supported by the Practice. It is the individuals' responsibility to remain up to date with recent developments/current guidance e.g current prescribing guidelines.
- Participate in the supervision of students of all disciplines and the introduction of new members of the practice staff where appropriate.
- Participation in Clinical Supervision and Nurse Led educational meetings.
- Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development ensuring revalidation requirements are met.
- If it is necessary to expand the role to include additional responsibilities, full training will be given, where appropriate.
- Develop and maintain CPD (Continuing Professional Development).
- To maintain your own 3 yearly registration with the NMC through the revalidation process demonstrating your continuing fitness to practise.

6. Liaison

- As a clinician be available to support other healthcare team members and to accept referrals from other team members.
- To liaise with all members of the Primary Health Care Team and other agencies – local authority, social services, secondary care, voluntary sector and Primary Care Trust in order to assure appropriate care is provided for the practice population.
- To participate as a key member of the multi-professional team through the development of collaborative and innovative practice.
- To value and work with all team members within the practice.
- To support the delivery of health and safety guidance as agreed within the practice.
- To support the writing of, maintenance and delivery of CQC guidance within the practice.

SPECIAL REQUIREMENTS OF THE POST

- Registered Adult Nurse Qualification. DipANg or Bsc Nursing.
- Recommended membership of a professional body – NMC.
- To work in accordance with the UKCC Code of Professional Conduct and The Scope of Professional Practice.
- Good keyboard and computer skills. Working with Emis Web.
- Flexibility of working hours/annual leave and overtime.
- Excellent communication skills and time management.
- Ability to work autonomously without direct supervision and determine own workload priorities.
- Ability to recognise matters of confidential nature and respect as such.
- Excellent team working skills, working as part of a small team within a large team.
- Excellent delegation skills.
- Independent/ Supplementary prescribing qualification.
- Physical Assessment qualification.

- Minor ailment qualification.
 - Nurse Practitioner qualification.
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APPENDIX 1

Dietary advice
Health screening
Contraception
Minor injuries
X-Ray
Social Prescribing
Routine immunisations and vaccinations
Smoking cessation

Confidentiality

- In the course of seeking treatment, patients entrust us with, or allow us to gather sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
- To ensure fully aware and trained in Information Governance and be aware of GDPR rules and regulations.
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential.
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Health & Safety

- The post holder will assist in promoting and maintaining their own and others' health , safety and security as defined in the practice Health & safety policy to include:
 - Using personal security systems within the workplace according to practice guidelines
 - Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
 - Making effective use of training to update knowledge and skills
 - Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
 - Reporting potential risks identified/ making colleagues and patients aware of risks

Equality and Diversity

The post holder will support the equality, diversity and rights of patients, carers and colleagues in to include:

- Acting in a way that recognises the importance of people’s rights, interpreting them in a way that is consistent with practice procedures and policies and current legislation.
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues.
- Behaving in a manner which is welcoming to and of the individuals, is non judgmental and respects their circumstances, feelings, priorities and rights.

Communication

The post holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members.
- Communicate effectively with patients and carers.
- Recognise people’s needs for alternative methods of communication and respond accordingly, including 360° appraisal and feedback forms and Safeguarding.

Safeguarding

The post holder has a responsibility for safeguarding and prioritising the welfare of children, young people and vulnerable adults, and should have undertaken foundation Level 3 training within 12 months of commencement of employment and to be updated regularly as per mandatory training specification.

POSTSCRIPT

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder within the position. This description will be open to regular review and may be amended to take into account development within the Practice. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the Practice. Any changes will be made in consultation with the post holder.

The practice operates a No Smoking Policy and is an Equal Opportunities Employer.

Jobholders Signature.....Date.....

GP Partners Signature.....Date.....

Practice Managers Signature.....Date.....

MOORLAND MEDICAL CENTRE
Personal Specification:
Nurse Practitioner: General Practice

ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
<p>Qualifications:</p> <ul style="list-style-type: none"> • Registered General Nurse (Currently registered with the Nursing & Midwifery Council) • Recognised NP qualification at minimum of degree level or equivalent • Independent Nurse Prescriber • Physical Assessment • Minor ailment/illness 	<ul style="list-style-type: none"> • Teaching / Mentoring experience and /or qualification • Evidence of nursing study/qualification ay MSc level • Sexual Health/Family Planning 	<p>Original certificates, NMC card & CV</p>
<p>Experience:</p> <ul style="list-style-type: none"> • Minimum of 5 years post registration experience • Evidence of appropriate continuing professional development activity to maintain up-to-date knowledge and on-going competence in all aspects of the NP role • Evidence of working autonomously and as part of a team • Proven ability to evaluate the safety and effectiveness of their own clinical practice 	<ul style="list-style-type: none"> • Interpreting and implementing local and National policy agendas for health • Experience and awareness of long term conditions e.g. asthma, COPD, diabetes, CHD 	<p>CV & Interview</p>
<p>Knowledge :</p> <ul style="list-style-type: none"> • Understanding of evidence based practice • Knowledge of national standards that inform practice (eg National Service Frameworks, NICE guidelines etc) • Understanding of their accountability arising from the NMC Code of Professional Conduct (2018) and medico-legal aspects of the Nurse Practitioner role • Understanding of equal opportunity 	<ul style="list-style-type: none"> • Understanding and knowledge of policy developments related to the delivery of primary care services including General Practice, the GMS/PMS contract, Clinical Governance, Quality & Outcomes Framework 	<p>CV & Interview</p>

<i>and diversity issues</i>		
<p>Skills:</p> <ul style="list-style-type: none"> • <i>Ability to assess and manage patient risk effectively and safely</i> • <i>Well-developed IT skills</i> • <i>Excellent interpersonal, verbal and written communication skills</i> • <i>Reflective practitioner</i> • <i>Time management and ability to prioritise workload</i> • <i>Able to establish and maintain effective communication pathways within the organisation, the local CCG & NHS England and with key external stakeholders including PCNs</i> • <i>Current driving licence and/or the ability to travel independently</i> 	<ul style="list-style-type: none"> • <i>Experience of use of a medical software package e.g. Emis Web</i> • <i>Proven record of effective use of networking and influencing skills</i> • <i>Ability to think strategically</i> • <i>Experience of presenting information to wider audience</i> 	<p><i>CV & Interview</i></p>